

## About Our Fees

You probably have noticed that we charge for our services. This is due to the unique nature of our operation. The Department of Personnel & Administration's Professional Development Center is a part of state government. We are subject to the same policies and restrictions as other state agencies, including our budget.

The big difference is that we are a cash-funded operation. The Legislature authorizes a budget each year. The budget is an empty shell; it sets permissible levels of spending authority, but lacks any appropriation of general fund money. When we collect fees for our services, the money goes into a state account to fund our budget.

The Professional Development Center has all the normal expenses of any operation, public or private. We have to pay salaries, rent space, buy supplies and equipment, send mail, pay phone bills, and so on. All our expenses are paid under budget approval with the money in our fee account.

Our fee structure works two ways:

- 1) For open enrollment courses, announced regularly, we charge a set fee for each participant.
- 2) For customized, agency-specific training, we charge a flat "contract" fee, regardless of the number of people attending. (For training outside of the Denver Metro area, we add travel expenses.)

If you have any questions about our fees and the costs of our operation, please call Susana Villegas, Training Administrator, at (303) 866-4253.